

NOTICE TO CONSULTANTS
"REQUEST FOR QUALIFICATIONS"

Architectural and Engineering consultant services are required for Project No. 2015-829, Campus "On-Call" Architect at Edmonds Community College, Seattle, Washington.

The Edmonds Community College Facilities occupies **5** distinct campus locations:

- 7010 196th St. SW (Olympic Bldg) Lynnwood, WA 98036
- 20000 68th Ave. W Lynnwood, WA 98036-5999
- 6600 196th St. SW (Gateway Bldg) Lynnwood, WA 98036
- WaTR Center, Paine Field
- Edmonds Convention Center

Services shall be provided in accordance with the current Instructions for Architects and Engineers and the standard Division of Engineering and Architectural Services Agreement. For these instructions and to review the Conditions of the Agreement see:

Instructions for Architects and Engineers:

<http://www.des.wa.gov/SiteCollectionDocuments/Facilities/EAS/InstructionAE.pdf>

Conditions of the Agreement:

<http://www.des.wa.gov/SiteCollectionDocuments/Facilities/EAS/EASCoA.pdf>

Pre-Submittal Conference: **Wednesday April 29, 2015 at 10:00 AM, Maltby Building, Room Number 109, 7020 196th St. SW; Lynnwood, Wa. 98036**

Scope of Work

Provide scoping/ problem trouble-shooting, design, preparation of bid documents, bidding and construction administration and project closeout services for a wide variety of small capital improvement projects at Edmonds Community College. This may include site, sidewalk and parking lot repair, building envelope and roof system maintenance and repair, mechanical systems upgrade, repair or replacement, electrical systems upgrade repair or replacement, space planning and renovation of interior spaces.

For additional information, contact Lee Knawa, Project Manager, E&A Services at (360) 239-0672, Suzanne Gilbert, Capital Projects Director at (425) 640-1420 or Stephanie Teachman, Director of Facilities, Edmonds Community College at (425) 640-1495.

A/E fees and services shall be determined in accordance with the current Architectural/Engineering Fee Schedule for Washington State Public Work Building Projects and the standard Division of Engineering and Architectural Services Agreement.

Firms will be considered for selection based upon the following criteria, weighted as indicated: Qualifications of Key Personnel (30 %); Previous Performance on Community College Projects (35%); and Relevant Experience on small facilities projects such as roof replacements, building envelope failure remediation, HVAC trouble shooting, correction and retrofit, life safety system repair and remediation, ADA trouble shooting, correction and retrofit (35%).

Voluntary MWBE goals of 10% MBE and 6% WBE have been established for this project. Achievement of the goals is encouraged. However, no minimum level of MWBE participation shall be required as a condition of A/E selection. Proposals will not be rejected or considered non-responsive if they do not include MWBE participation. A/E's may contact Office of Minority and Women's Business Enterprises to obtain information on certified firms for potential subconsultants.

Compulsory Qualifications: highlight experience and positive references from past clients in the following areas:

- Assisting Client Organizations with Scoping, Scheduling and Budgeting small, locally funded building improvements in facilities with hazardous building materials and probable concealed latent conditions.
- Coordination of solution process with engineering disciplines such as, but not limited to, HVAC Mechanical/ Electrical/ Plumbing/Information Technology systems/Fire Alarm and Energy Monitoring Systems.

- Familiarity of State of Washington Public Works Bid Process, Preparation of bid documents to clearly communicate conditions of construction in environments where on-going client operations may not be interrupted.
- Construction Administration and project Close-out, as well as coordination of construction work with the College Campus's on-going operations.

Desirable Qualifications:

- Previous Washington Community College Campus experience in preparing a Capital Analysis Model and Project Request Reports toward successfully procurement of project funding.
- Proximity from firm office to Campus not exceeding 20 miles.

Submit five (5) sets of qualifications and firm data not exceeding 40 each, 8-1/2" x 11" pages (printed front and back) in PDF format on compact disc. Each set to include: Federal 330 form for firm profile and project personnel, and any other pertinent data to assist the Selection Board in evaluating qualifications. To qualify for review, submittals are required to be delivered and receipt stamped by E&AS prior to **5:00 PM on May 15, 2015**. Address submittals to:

Engineering & Architectural Services
PO Box 41476
Olympia, WA, 98504-1476
Attention: Robyn Hofstad.

Following an evaluation of these submittals, the consultant selection board will interview no more than 3 firms deemed to be the most highly qualified for the required service. A selection of a Campus Architect is anticipated to be finalized prior to July 1, 2015

The State of Washington is an affirmative action employer. This is not a request for a proposal. All submittals become the property of the State.

STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES
DIVISION OF FACILITIES
OFFICE OF ENGINEERING & ARCHITECTURAL SERVICES
OLYMPIA, WASHINGTON

Consultant Selection MWBE Outreach Plan Criteria

<http://des.wa.gov/services/facilities/Construction/Consultants/Pages/EASCurrentProjects.aspx>

The Department of Enterprise Services is committed to providing the maximum practicable opportunity for participation by minority business enterprises (MBE) and Women business enterprises (WBE) and strongly encourages consultants to work with MBE's and WBEs. Voluntary goals for each project under the On-call Agreement will be established at 10% MBE and 6% WBE participation. Upon request of the Department of Enterprise Services, consultants will be required to provide a report of the actual outreach efforts undertaken to utilize certified MWBEs for any public works contract awarded.

Submit a copy of the firm's MWBE Outreach Plan. The Outreach Plan should demonstrate in detail the specific strategies, approaches, and steps your firm will use in seeking to meet the Department of Enterprise Services' voluntary goals.

The MWBE Outreach Plan should address, at a minimum, the following:

- A. Evidence of the awareness and commitment of the owner(s) and senior leadership of the firm to reaching out to contract with MWBEs, and in meeting DES's voluntary MWBE utilization goals.
- B. Provide the date your MWBE Outreach Plan was adopted by your firm.
- C. Individual names and titles of positions responsible for managing and implementing specific aspects of your MWBE Outreach Plan. For each individual listed, indicate the percentage of their time to be allocated on a weekly basis for issues related to the MWBE Outreach Plan, and how long they have been involved with MWBE outreach efforts with your firm.
- D. Provide a description of the strategies, approaches, and specific steps your firm will take to meet DES's voluntary MBE and WBE percentage utilization goals, which may include but are not limited to a description of the following:
 1. The education and training program used by your firm to communicate to your employees your firm's expected employee behaviors and performance relative to implementing the MWBE Outreach Plan.
 2. Your firm's participation in outreach events planned by others and/or your firm as a means of developing relationships with MWBE subcontractors.
 3. The project-specific outreach your firm utilizes in identifying and contacting MWBE subconsultants through media, government agencies, industry and non-profit associations and organizations, referrals, and relationships.
 4. The procedures your firm employs in providing one-on-one assistance to MWBE subconsultants in understanding the project and your firm's selection processes.

5. Describe your MWBE subconsultant mentoring program, if any. Describe any mentoring of MWBE subconsultants that your firm has been involved with or is currently involved with. Please identify the nature and extent of the mentoring, the number and type of firms mentored, how long your firm has been mentoring MWBE subconsultants, and how effective the mentoring has been in the success of the MWBE subconsultants.

6. Describe any specific actions your firm uses to develop subcontract requirements (such as task breakdowns and delivery schedules) that encourage and permit maximum participation by MWBEs.

E. Describe how your firm will monitor its progress toward meeting the voluntary MWBE goals on the contract to be awarded based on this RFQ, and how your firm will adjust its strategy as necessary in order to improve its performance in this area.

While DES is interested in contracting with firms who employ a diverse workforce, this should not be part of the MWBE Outreach Plan. The focus is on outreach efforts to contract with minority-owned and women owned business.

Achievement of the goals is encouraged; however, no minimum level of MWBE participation shall be required as a condition of the consultant selection. Qualification submittals will not be rejected or considered non-responsive if they do not include MWBE participation. Minority and Women owned businesses are encouraged to apply and are also required to submit an Outreach Plan.

Adopted March 6, 2013